Certificate in Desk Top Publishing

Duration : 240 Hrs / 3 Months

Computer Basics
- Explaining computer characteristics and various types of computers.
- Detailing various devices of a computer system for input, output memory and storage.
- Understanding ports for data communication and printers for hard copy generation.

Software
- Describing the various Windows XP features and components.
- Understanding windows explorer for file management.
- Illustrating the installation and troubleshooting of hardware and software.
- Detailing the need and procedure for sharing information.

Word Processing
- Describing the MS-Word Interface and technique for editing document.
- Understanding the process to print and format documents.
- Explaining advanced features of MS-WORD as find, replace, thesaurus and graphics.
- Detailing the usage of tables & charts in a document of MS-Word.

Web Technology
- Illustrating the different terms used in web as Hypertext, URL, Domain Name, etc.
- Understanding the usage of web browser and the role of internet service provider
- Detailing the process to upload and download files from internet.

HTML
- Describing the role of web page and using HTML and MS Front page for making web. pages

Introduction to Printing
- Describing the various types of printing like offset, lithography, etc.
- Understanding the hardware and software required for DTP operations.

DTP Basics
- Explaining the raster and vector graphics and their impact on DTP.
- Detailing different types and parts of fonts as serif, sans-serif, font pitch, etc.
- Describing the various fonts formatting options indent, hyphenate, etc.

Publishing Elements
- Illustrating the concept and application of half tone images in DTP.
- Explaining the basics and techniques for using spot and process colors.

CorelDraw 10
- Describing various components and interface of CorelDraw as toolbar, guideline, etc.
- Explaining the steps to create, open and save files in CorelDraw.
- Understanding the usage of Cartesian coordinates and the property bar.
- Detailing the various options and utility of page and document setup.
- Describing the concept and application of artistic text and object arrangement.

Photoshop 7
- Explaining various components and interface of Photoshop as tools, bars, etc.
- Illustrating the process to create, open and save files in Photoshop.
- Describing the concept and usage of layers in Photoshop.
- Detailing the application of color picker and work path.
- Understanding different filters in Photoshop used for image manipulation.
- PageMaker 7
- Describing various components and interface of PageMaker as toolbar, ruler, etc.
- Explaining the steps to create, open and save files in PageMaker.
- Understanding various formatting options for text and usage of text blocks.
- Illustrating different options for formatting the page and paragraph.
- Detailing the story editor, styles and master pages feature of Photoshop.